

## NewMMIS Provider Checklist

- ☐ Internet access to support:
  - ☐ Eligibility
  - ☐ Claim submission
  - ☐ Claim status
  - ☐ Service authorizations: prior authorizations, PCC referrals, preadmission screenings
  - ☐ Provider enrollment
  - ☐ Reports and metrics
  - ☐ Remittance advices
- ☐ Supply of UB-04 or CMS-1500 claim forms
- ☐ Updated paper billing guides
- ☐ Attended provider trainings
- ☐ Made changes for EDI submissions to new Web site
- ☐ Stopped generating paper claims on MassHealth proprietary claim forms
- ☐ Stopped using old MassHealth enrollment applications
- ☐ Changed to new options for:
  - ☐ Eligibility
  - ☐ Claim submission
  - ☐ Claim status
  - ☐ Service authorizations: prior authorizations, PCC referrals, preadmission screenings
  - ☐ Provider enrollment
  - ☐ Reports and metrics
  - ☐ Remittance advices
- ☐ Received Provider Service Center logon ID, password and instructions
- ☐ Set up Web account profiles for staff and/or billing intermediaries
- ☐ Make sure your software vendor or billing intermediary is ready for the change
- ☐ Attended provider trainings or take eLearning classes
- ☐ Changes made for new 12 digit member ID number
- ☐ Prepared to use NPI only for claim submissions and other transactions
- ☐ Changes made for new MassHealth provider number